

my|CalPERS Membership and Payroll

Before my|CalPERS vs. my|CalPERS

| Before my CalPERS | my CalPERS |
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| <p>ACES Username:</p> <ul style="list-style-type: none"> Computer generated, can't be changed Consists of agency's Organization ID plus user's first initial of first name, first three letters of last name Not case sensitive | <ul style="list-style-type: none"> Users will be able to select their own username. The my CalPERS user will need to contact their agency's primary System Access Administrator. Username must consist of 6 – 35 characters with no spaces. Valid characters=numbers, letters, and these: at signs (@), periods (.), underscores (_), and hyphens (-). Username must have at least one letter and must not start with a number or special character. Usernames are not case sensitive. |
| <p>ACES Password:</p> <ul style="list-style-type: none"> 8-12 characters At least one letter and one number Not case sensitive | <ul style="list-style-type: none"> Password must be at least 8 characters long with no spaces. Maximum password length is 200 characters. Valid characters are numbers, letters, and special characters. Password must contain at least 3 of the 4 character types (uppercase, lowercase, number, special character). Password <u>is</u> case sensitive. |
| <p>ACES Password:</p> <ul style="list-style-type: none"> Expire every 60 days Can recycle after 10 changes | <ul style="list-style-type: none"> No change! <ul style="list-style-type: none"> Passwords expire every 60 days and you will be prompted to change it User can recycle after 10 password changes If a user wants to voluntarily change their password: <ol style="list-style-type: none"> Select <i>Change Password</i> link from left-side navigation Taken to <i>Login Credentials</i> section to change password |
| <p>ACES Logging in:</p> <ul style="list-style-type: none"> Four failed attempts, then account is locked Account administrator or CalPERS can unlock | <ul style="list-style-type: none"> Three failed log in attempts in 10 minutes, then account is locked. Accounts will be unlocked after 30 minutes. User can contact their System Account Administrator or CalPERS to unlock. |
| <p>ACES availability:</p> <ul style="list-style-type: none"> Monday – Saturday, 6:00 a.m. – 6:00 p.m. | No downtime, available 24/7 |
| <p>ACES time-out for security purposes: 15 minutes</p> | <ul style="list-style-type: none"> 120 minute maximum idle time-out <ul style="list-style-type: none"> Idle time: after a specified amount of time with no keystrokes or activity detected, you are logged out of the system. 600 minute maximum session time-out <ul style="list-style-type: none"> Session Time-out: regardless of activity, you will be logged out of the system after that specified amount of time. |
| <p>ACES batch process:</p> <ul style="list-style-type: none"> Refreshed overnight to view, correct errors, etc. Not run on State holidays | Membership transactions: near-real-time processing. Transactions will update unless there's a technical problem (computer or Internet problems) or if the transaction wasn't saved. The information will be saved in the Preprocessing area to be completed or deleted. |

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| ACES Navigation menu (Left-side icons) | <ul style="list-style-type: none"> • Global navigation (main tabs at the top) • Local navigation (links below the Global navigation tabs) • Left-side navigation (links on the left) |
| ACES Account Administrator | System Access Administrator |
| New user added or access that has been modified: their navigation menu would be reflected the next day at 6:00 a.m.. | A new user who is added, or a current user whose access is modified, will be updated instantly. The user needs to log out and log back in to the system before they will be able to see their new/modified rights. |
| Employee, retiree, beneficiary, survivor, etc. | Participant |
| Employees, retirees, survivors, etc. were identified by Social Security numbers (SSN) | Participants are identified by SSNs and CalPERS IDs (also known as Participant IDs) |
| Employer, 3 rd party administrator, bank, etc. | Business Partner |
| ACES Internet Forms | Online Data Entry |
| ACES File Transfer | File Upload |
| Coverage Group and Coverage Group numbers (e.g., 70001, 70002, 60004, etc.) | Member Category and descriptive text only |
| Unable to correct SSNs, appointment start date, PERS coverage groups | Correct online |
| Permanent Separation: CalPERS automatically generated a PERS refund package to the participant. | Permanent Separation: a letter explaining the member's options at separation will be sent automatically. If the member wants to refund, they can download the refund package or request it be mailed to them. |
| Forms: AESDs | Form numbers changing to a common preceding format: my CalPERSXXXX |
| Payroll Codes | Descriptive text only |
| ACES "conversion process" in Create Payroll File (copying over prior records) | Copy Forward an Existing Payroll |
| ACES conversion process occurred every quarter-of-the-hour | Copy Forward process starts as soon as the request is submitted |
| ACES Transmit link to transmit a payroll file | Process Report button |
| ACES payroll hourly validation occurred at the quarter-of-the-hour | Payroll validation is instant in most cases |